



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

| | | | |
|---------------------------------------|---------------------------------|-----------------------------|-------------------------|
| Submitted Date 08/22/2016 | Employee Requisition Number | JOB OPPORTUNITY | |
| Title/Position: GIS ANALYST | | | |
| Pay Grade SG 11 | Salary Range \$35,859-46,820 | Classification Full Time | |
| Department: GEOSPATIAL SUPERVISOR | Location: Okmulgee | Location Code: 219 | FT/PT 1-Full Time |

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

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|---|---|
| General Summary: | Under the supervision of the GIS Manager, the GIS Analyst will assist in the development and implementation of the Muscogee (Creek) Nation's centralized geographic information system. The GIS Analyst will work with ArcGIS and other mapping related software/tools to create, edit, and maintain the geodatabase. Daily tasks include fulfilling requests, project management and producing documents in various formats in a team oriented environment. Any and all other duties assigned that may utilize geospatial technology. |
| Principal Duties and Responsibilities: | <ol style="list-style-type: none"> 1. Participate in the development and implementation of the tribes GIS 2. Gather applicable data from various sources and maintain the geodatabase with metadata 3. Create, edit and update data sets on a regular basis 4. Perform tasks such as geo-processing, spatial analysis, and other types of data analysis 5. Be able to operate GPS and other equipment in the field 6. Provide training/instruction to department staff 7. Produce outputs in the form of maps, graphs, charts, and reports as needed 8. Able to work in a team environment and manage multiple projects |
| Minimum Requirements: | Associates degree from a two year college or university in cartography, geography, information technology, natural resources or other related field. |
| Preferred Requirements: | Bachelors degree in cartography, geography, information technology, natural resources or other related field. Experience with ArcGIS and GPS preferred |
| Valid Oklahoma Driver's License required? | Yes |
| Please list any additional licenses required: | |

Competencies:



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- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.



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